

25X1A9A Chief, Personnel Division
ATTENTION: Mr. []

30 January 1947

Assistant Chief, Finance Division

CPC-3 Messenger

1. It is desired to have established a position in the Office of the Chief, Finance Division, to permit the procurement of a messenger at Grade CPC-3, \$1822 per annum. The volume of documents which have to be hand processed within CIG which pertain to financial matters are such as to warrant the establishment of such a position. The various special procedures which have been developed by the Finance Division for the purpose of handling reimbursement transactions and financial reports with other government agencies has also reached a considerable volume.

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2. There is attached a description of the duties and responsibilities applicable to the proposed position. It will be appreciated if the [] will take steps to have this job established through the Civil Service Commission in order that a messenger may be recruited at the earliest practicable date.

[]

Assistant Chief
Finance Division

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Attachment

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cc: Mr. Saunders

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